



Guide to completing the notice of appeal

General Regulatory Chamber (GRC)

Please read these notes carefully.

The notice of appeal form can be downloaded from hmctsformfinder.justice.gov.uk/HMCTS/FormFinder.do

If the form is completed by hand, please use BLOCK CAPITALS.

1. Appellant's details

Please provide your full name, address and contact details of where notices and other documents can be sent to you.

Please note, if you give us email details you must be prepared to accept delivery of documents the same way.

If your contact details change, it is your responsibility to inform the tribunal as soon as possible.

2. Representative's details

You are not required to have a legal representative, but if you do have a legal, or other, representative please complete this section.

3. About the decision notice

The tribunal needs you to provide information about the decision notice to which your appeal relates.

Please provide the reference number, the date of the decision notice and the date you received it. Also attach a full copy of the notice and indicate you have done so by ticking the box.

Please provide the address of the regulator who has issued the decision you are appealing.

4. Time limit for making an appeal/application

You must normally complete the notice of appeal form and send it to reach the tribunal **within 28 days** of the date you were **sent** the decision notice.

However the time limit in an appeal concerning a trainee driving instructor's licence is 14 days. The time limit for a charity appeal is 42 days.

The tribunal will only consider acceptance of a late notice of appeal if you request an extension of time and give reason(s) why the notice is out of time.

If you want the tribunal to consider an out of time notice of appeal, tick the box and provide an explanation of why the notice has been sent to the tribunal after the time allowed to appeal and the reasons why the tribunal should accept a late application.

5. Grounds of appeal

Please explain clearly why you dispute the decision notice, giving as much details as possible. This is an extremely important part of your application and your grounds should show why you consider the decision notice, or parts of it, are wrong. Please do not hesitate to use additional sheets if necessary but make sure you **add your name** to any extra papers you use. You may find it useful to refer to each of the numbered paragraphs in the decision notice and give the reasons you disagree with them.

6. Outcome of appeal

In this section, you should explain what result, or decision, you are expecting the tribunal to reach.

7. Type of hearing and venue

You should indicate in this section of the appeal form whether you prefer your appeal to be considered on the papers or heard at a hearing. If your preference is for a hearing, please also add your preferred location.

A small number of cases are struck out without a hearing if they seem to have no prospect of success or if the tribunal does not have power to hear them. If there is a risk of this happening in your case you will be notified so that you can write in with any objections you may have.

If the case is dealt with on paper, the tribunal panel will consider all the papers and then make a decision, which will be sent to the parties in writing in due course.

If the case is dealt with at a hearing, parties will attend a venue on a date fixed by the tribunal. Witnesses may be called and may be questioned by both the parties and the tribunal.

At the end of the hearing, the tribunal may be able to give the parties a decision (with written reasons to follow).

However, it is more usual for the tribunal to take more time than this to reach a decision and send it to the parties in writing.

8. Supporting documents

If you have documents in support of your appeal, please send them to the tribunal so that the tribunal judge can consider them. You should tick the box on the form to show that additional documentation is included and list what documents these are. You should try to send copies of your documents, not originals, and you should check to make sure that the documents are relevant to your appeal.

Please note, it is **your** responsibility to tell the tribunal if your appeal documents contain **sensitive, personal** and/or **confidential** information. You may find it easier to keep such documents separate from the rest of your papers. You should also tell the tribunal who you think should not see this information and make a note of them in this section.

9. About your requirements

If you, your representative or any witnesses has a disability or any other special needs, please explain any special arrangements that may be required, particularly if there is to be a hearing.

Please also indicate if an interpreter will be required and if so, for which language.

10. Signature

The notice of appeal form should be signed and dated by you, or your representative, if you have one. The completed form should be sent to the particular tribunal you are dealing with.

For appeals regarding Transport please send to:

Transport Tribunals
5th Floor
Rolls Building
7 Rolls Building
Fetter Lane
London
EC4A 1NL

For appeals in any other General Regulatory Chamber Jurisdiction, please send to:

General Regulatory Chamber
HM Courts & Tribunals Service
PO Box 9300
Leicester
LE1 8DJ

Additional information

Fees and payments for appeals to the First-tier Tribunal (Gambling) only

You must include the appropriate fee with your completed notice of appeal form. If you do not provide the appropriate fee, your appeal form will be returned to you.

The fee for an appeal to the First-tier Tribunal (Gambling) is set out in the leaflet: **Fees for applying to the Gambling Appeals Tribunal**, which is available on the website at:

www.justice.gov.uk/forms/hmcts/gambling

If you think you may be entitled to an exemption (no fee) or remission (reduced fee) the leaflet also outlines the steps you must take to apply to the tribunal. You are required to send the appropriate fee for your appeal even if you believe you qualify for a reduction in the fee or no fee.

The tribunal will decide whether to grant your application.

Your cheque will not be presented until any application for a reduced fee is agreed or the tribunal decides no fee is required.

If you have sent a cheque and the tribunal finds that you qualify for no fee, your cheque will be returned to you.

If you have paid by cheque and you qualify for a reduced fee, the agreed amount will be taken from your payment and any remaining monies will be returned to you.

You will be notified of the outcome of your application when your appeal is registered.

Method of payment: First-tier Tribunal (Gambling) ONLY

You should indicate how you are paying the fee. If you are paying by cheque you must include this with your notice of appeal form.

Please indicate if another person or organisation is paying the fee. If 'yes' please provide their name and contact details in case the tribunal needs to contact them.

Please make your cheques payable to '**HM Courts & Tribunals Service**'.

If you would like to pay by an alternate method, please contact the tribunal on **+44 (0) 300 123 4504**.